



REPLY TO
ATTENTION OF

**DEPARTMENT OF THE ARMY
HEADQUARTERS, JOINT BASE LEWIS-MCCHORD
1010 LIGGETT AVENUE, BOX 339500, MAIL STOP 1AA
JOINT BASE LEWIS-MCCHORD, WA 98433-9500**

January 27, 2016

Directorate of Family and Morale, Welfare and Recreation

Dear Vendor,

We would like to invite you to operate a concession booth at Joint Base Lewis-McChord's two major summer festivals: Armed Forces Day is Saturday 21 May, from 10:00-6:00 p.m. and Freedom Fest is 4 July, from 12:00-9:00 p.m. (followed by fireworks at dark). These are both one-day events. Each event is held at Cowan and Memorial Stadiums, the 'downtown' area of post.

About the festivals:

In addition to food, craft and retail vendor booths, we feature static displays of military equipment, carnival rides, car shows, historical encampments and displays, fireworks, activities for the kids, and lots of live entertainment.

These festivals attract members of the Joint Base Lewis-McChord community and many DOD civilians from throughout the Puget Sound area. Last year we had over 25,000 people attend each event. Our audience for these events is about 75% military, including retirees and civilian employees. They live everywhere from Tumwater to Seattle and beyond.

Application Procedures: Invitation Letter

1. If you would like to participate as a concessionaire in our events, please fill out the attached application forms and return, with payment, via mail, to:

DFMWR Special Events
2013 N 3RD Street, Room 341
Box 339500 MS 20
Joint Base Lewis McChord WA 98433

Applications can also be dropped off at our office, Bldg 2013 N 3rd St, Room 341, Lewis Main, Joint Base Lewis McChord. Since our office is so small, please call prior to visiting so we are sure to be there.

2. We select booths to provide a balance of products options for our customers. Our goal is happy customers and happy vendors. We will consider past performance, both good and bad, when making booth selections.

3. Due to large increase in demand for food vendor space, we will be accepting food vendors based on **photos of operations and menus**.

4. Please send a check with your application and pass request list. Make checks payable to 'IMWR Fund'.
5. We do maintain a waiting list in case of cancellations. Let us know if you want to be on it.
6. Fees are nonrefundable within two weeks of event day. We charge a \$25 processing fee for cancellation refunds at any time after your payment has been deposited in our account.
7. Deadline for registration is two weeks prior to each event, or until the event space is filled (and we often fill early).

Vendor Fees: Attachment A

1. Fees are based on the size of space you require, the type of organization you are, and the type of item you will be selling. A fee sheet is enclosed.
2. You may purchase a banner (5'X18") or additional electricity for an additional cost.
3. Your fee does include 60 amps of 110 volt electricity and water access. It does NOT include tent, table or chairs.

****Booth Application Form: Attachment B****

1. Fill out all of the Booth Form according to your needs.

***** Post Access: Attachment C*** and D*****

1. New REAL ID Act are in effect. Applicants must prove identity. Everyone over the age of 18 must have acceptable documents in order to access this installation – **See attachment D.**
2. A form is enclosed for you to fill out and return for access passes, which we will send via email (along with directions) after your booth is accepted and your names are cleared through our security. If you already have post access, you do not have to fill out this form.
3. We **cannot** accommodate last minute requests for a pass; if you aren't sure who will be working, send the names of anyone who might (and don't forget yourself).
4. **List of names must be submitted no later than 3 weeks prior to the event.**
5. **Workers who don't make it onto the list will need to process through the visitor center on event day. This may take up to 2 hours.**

****** W-9 Form: Attachment E******

1. The contracting office has asked for all vendors to return a W-9 Form, filled out to reflect your business name.
2. The contracting office requires all vendors to obtain a DUNS number. This number is free for government contractors and can be obtained by visiting this website: <http://fedgov.dnb.com/webform>. Make sure you state, you are a Federal contractor.

Information for Food Vendors:

1. Food booths must comply with Joint Base Lewis-McChord food service requirements. Mandatory training of *all* food booth staff is scheduled on site for the evening before each event at 6:00 p.m., the morning of AFD at 8:00 a.m. and the morning of Freedom Fest at 10:00 a.m. Food training is good for one calendar year, so if you have your cards from last year they may still be valid.
2. We will provide free bagged ice for food booths, only five 40 lbs bags for Freedom Fest and three 40 lbs bags for Armed Forces Day will be available per food booth.
3. All food booths must provide certificates of liability insurance for up to \$100,000 per occurrence, naming **Garrison Morale, Welfare and Recreation Operating Entity at JBLM as co-insured** in order for this to be an acceptable certificate.
4. Each food vendor/concessionaire that cooks with a generator, electrical hook-up or propane tank shall have a 5 lb. multipurpose ABC and/or BC Fire Extinguisher on site. Any use of a deep fat fryer shall require a "K" type extinguisher in addition to the ABC extinguisher. **Fire extinguishers shall be inspected, tagged and dated within the past 12 months and thereafter by a Fire Equipment Company registered within the State of Washington.**
5. As Joint Base Lewis-McChord is working towards zero-waste events, all booths must recycle the following into the appropriate bins, which will be provided on site: cardboard, plastic bottles, cans, food waste, grease and paper. **Styrofoam products are *not* allowed at JBLM events.**

**** Home-Based Franchise Business Information****

1. Due to limits set by most of these companies, we will award these booth spaces via a drawing held for each event. One representative from each company will be picked for Armed Forces Day and another for Freedom Fest.
2. Deadline for drawing entry is 8:00 a.m. 11 April for Armed Forces Day and 8:00 a.m. 30 May for Freedom Fest.
3. Drawing will be among those who have sent in **complete applications**, with correct payment check(s) included (separate check for each event for which you are applying, and checks only, no exceptions).

4. Those not selected may pick up their check at the Special Events office after 11 April for Armed Forces Day and 30 May for Freedom Fest or give us email permission to destroy it.
5. If no representative from a company has applied by 11 April or 30 May, applications will be taken on a first-come, first served basis after that.

Other Important Information:

1. Please be specific in space requirements. If you have special requests, this may be an additional charge. If you have questions about booth requirements or booth space, please call Gloria Tomczewski at (253) 967-6772. Email specialevents@jblmmwr.com.
2. Vendors who sell out of there trailers can set up the day before the event starting at 1:00 p.m., and other booths, starting at 2:00 pm. Booths must be set up and vehicles cleared of the site one hour prior to each event start time. ***Booths are expected to stay open for the entire event***, and no vehicles will be allowed to move on site prior to the crowd being cleared after the event.
3. Please double-check your electrical requirements to avoid problems on event day. Your booth fee includes up to 60 amps of 110/120 volt power per vendor. If you need more, or if you need 220/240 power, we may be able to provide it, but arrangements must be negotiated with the Special Events office.
4. Once your application is accepted, we will email with confirmation. We will also send an official short-term government contract that must be signed and returned. **Without this contract, you are not officially accepted.**

If you have questions or need clarification, please contact the Special Events office at (253) 967-6772 or email specialevents@jblmmwr.com.

4 Encl

GLORIA TOMCZEWSKI
SPECIAL EVENTS